

COMPENSATION BOARD DOCKET #22/09

March 31, 2022

307-22-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	March 23, 2022 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.	\$0.00	Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
001	307	Accomack County	3/8/2022	Vacancy Savings	Office Expense	\$56,613.29	\$37,328.25
087	307	Henrico County	03/21/2022	Vacancy Savings	Temporary	\$257,542.16	\$257,542.16
121	307	Montgomery County	3/18/2022	Vacancy Savings	Temporary	\$54,321.36	\$19,321.00
121	307	Montgomery County	3/18/2022	Vacancy Savings	Office Expense	\$0.00	\$35,000.00
165	307	Rockingham County	03/18/2022	Vacancy Savings	Temporary	\$49,340.20	\$18,000.00
165	307	Rockingham County	03/18/2022	Vacancy Savings	Office Expense	\$0.00	\$31,340.20
175	307	Southampton County	3/22/2022	Vacancy Savings	Temporary	\$96,027.53	\$35,000.00
175	307	Southampton County	3/22/2022	Vacancy Savings	Office Expense	\$0.00	\$60,000.00
405	307	Albemarle-Charlottesville Reg. Jail	3/16/2022	Vacancy Savings	Temporary	\$166,818.84	\$166,818.84
425	307	Central Virginia Regional Jail	03/16/2022	Vacancy Savings	Office Expense	\$58,997.40	\$58,997.00
435	307	Prince William Regional Jail	03/18/2022	Vacancy Savings	Office Expense	\$42,551.75	\$42,551.75
450	307	Rappahannock Regional Jail	03/16/2022	Vacancy Savings	Temporary	\$481,142.85	\$481,142.85
455	307	Western Tidewater Regional Jail	03/17/2022	Vacancy Savings	Office Expense	\$143,218.68	\$143,218.68
460	307	Pamunkey Regional Jail	3/16/2022	Vacancy Savings	Temporary	\$56,870.78	\$56,870.78
465	307	Riverside Regional Jail	3/16/2022	Vacancy Savings	Office Expense	\$506,814.52	\$506,814.52
470	307	Virginia Peninsula Regional Jail	03/21/2022	Vacancy Savings	Temporary	\$222,215.45	\$10,000.00
470	307	Virginia Peninsula Regional Jail	03/21/2022	Vacancy Savings	Office Expense	\$0.00	\$212,215.45
475	307	Hampton Roads Regional Jail	3/16/2022	Vacancy Savings	Office Expense	\$1,108,413.34	\$1,097,930.34
480	307	New River Valley Regional Jail	3/17/2022	Vacancy Savings	Temporary	\$523,703.89	\$257,040.82
480	307	New River Valley Regional Jail	3/17/2022	Vacancy Savings	Office Expense	\$0.00	\$266,663.07
485	307	Blue Ridge Regional Jail	3/18/2022	Vacancy Savings	Office Expense	\$622,103.30	\$622,103.30
491	307	Southside Regional Jail	03/21/2022	Vacancy Savings	Office Expense	\$47,281.81	\$47,281.81
492	307	Southwest Virginia Regional Jail	3/17/2022	Vacancy Savings	Temporary	\$244,224.91	\$64,000.00
492	307	Southwest Virginia Regional Jail	3/17/2022	Vacancy Savings	Office Expense	\$0.00	\$180,224.91
493	307	Middle River Regional Jail	3/17/2022	Vacancy Savings	Temporary	\$259,535.71	\$161,175.00

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
493	307	Middle River Regional Jail	3/17/2022	Vacancy Savings	Office Expense	\$0.00	\$98,360.71
494	307	Western Virginia Regional Jail	03/21/2022	Vacancy Savings	Office Expense	\$77,254.61	\$77,254.61
495	307	Meherrin River Regional Jail	3/16/2022	Vacancy Savings	Office Expense	\$469,044.09	\$469,044.09
496	307	RSW Regional Jail	3/16/2022	Vacancy Savings	Office Expense	\$199,310.08	\$199,310.08
650	307	Hampton City	2/28/2022	Vacancy Savings	Office Expense	\$635,112.69	\$405,728.48
700	307	Newport News City	03/21/2022	Vacancy Savings	Office Expense	\$350,197.26	\$350,197.26
710	307	Norfolk City	03/7/2022	Vacancy Savings	Temporary	\$337,412.88	\$172,323.08
770	307	Roanoke City	03/23/2022	Vacancy Savings	Office Expense	\$188,112.25	\$118,112.25
Total						\$7,254,181.63	\$6,758,911.29

307-22-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORTHAMPTON COUNTY	SHERIFF	March 23, 2022 - Officer requests to transfer the vacant annual salaries of the following positions to the Office Expense category for medical services contract costs. Vacancy savings already accumulated in these positions during the current year have not been transferred, and the officer states he does not intend to fill the vacant positions for the remainder of FY22.	\$0.00	Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
131	307	Northampton County	03/08/2022	00074	PMED	Office Expense	22,139	22,139	9,224.58
131	307	Northampton County	03/08/2022	00077	PMED	Office Expense	21,647	21,647	9,019.58
		Grand Total					43,786	43,786	18,244.16

PETERSBURG CITY	SHERIFF	March 21, 2022 Officer requests to transfer \$72,223.23 from Temporary funds to Office Expense funds.	\$0.00	Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
730	307	Petersburg	03/21/22	Temporary Funds	Office Expense	\$72,223.23	\$72,223.23

307-22-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON ROADS REGIONAL JAIL	SUPERINTENDENT	<p>March 23 Officer requests to transfer \$10,483 from vacancy savings to equipment to purchase Live Scan equipment at a total cost of \$10,483.</p> <p>The Officer notes his agreement to fund the difference between the total cost and the stressed cost of the equipment. Officer also understands that reimbursement for this item must be claimed in the COIN system no later than the May payroll reimbursement process.</p>	\$0.00	<p>Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.</p> <p>Equipment purchases must be requested for reimbursement no later than the May 2022 payroll and expense reimbursement request.</p>

FIPS	Locality Name	Equipment Requested	Requested Quantity	Requested Cost	Total Requested Cost	Per Policy Quantity	Per Policy Cost	Total Cost Approved	Stressed Cost
475	Hampton Roads Regional Jail	Live Scan	1	\$10,483	\$10,483	1	\$10,483	\$10,483	\$9,592

BRISTOL CITY	SHERIFF	<p>March 23, 2022 – Officer requests to transfer turnover in the amount \$21,028.20 to Base Temporary funds. The officer states that they are unable to complete any personnel actions at this time and he does not wish to lose the Turnover funds.</p>	\$0.00	Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a base budget transfer.
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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Request
520	307	Bristol City	3/22/22	Turnover	Temporary	\$21,028.20	\$21,028.20

AUGUSTA COUNTY	SHERIFF	<p>March 7, 2022 Officer requests in accordance with §15.2-1606, to reimburse the County of Augusta for Defense Counsel at \$3,172.50 in in reference to BLM of the Shenandoah Valley, LLC et al v. Sheriff Donald Smith et al, Timothy Martin et al, USDC Western District, Harrisonburg Division, CA No: 5:21-cv-00060 DRM IN75339-003.</p> <p>Staff notes that documentation submitted supports expenses incurred of \$3,172.50.</p>	\$3,172.50	The Compensation Board approved reimbursement of \$3,172.50 for expenses incurred in accordance with §15.2-1606, Code of Virginia.
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307-22-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAUQUIER COUNTY	SHERIFF	<p>March 1, 2022 Acting Officer requests additional Temporary Funding in the amount of \$22,244.17. This is equivalent to the current salary of position 00028, L9, in the amount of \$53,386 from February 1, 2022 to June 30, 2022. The election will be held on November 8, 2022. This request for "additional" funding is made in lieu of a request to transfer these funds to the Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00028, L9, is not vacant during the period in which I am the Acting Sheriff, consequently funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.
SHERIFFS WORKLOAD AUDIT COMMITTEE	SHERIFF	<p>March 18, 2022 The Sheriffs' Workload Audit Committee submits recommended changes to the workload data reported in the FY23 Budget Request in COIN.</p> <p>The Audit Committee reviewed all workload data and contacted those offices requiring verification. The Committee contacted 116 offices regarding workload data. Ten (10) offices submitted changes for calendar year 2020. Fifteen (15) offices submitted changes for calendar year 2021. All other offices contacted reported that the figures submitted in the budget request are accurate.</p>		\$0.00	The Compensation Board concurs with the Sheriffs' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY23 budgets.

772-22-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	COMMONWEALTH'S ATTORNEY	December 3, 2021 Officer requests in accordance with §15.2-1606 and §15.2-1636.14 to reimburse Henrico County for Defense Counsel at \$897.26. Staff notes that documentation submitted supports expenses incurred of \$897.26.		\$897.26	The Compensation Board approved reimbursement of \$897.26 for expenses incurred in accordance with §15.2-1606, Code of Virginia.
AUGUSTA COUNTY	COMMONWEALTH'S ATTORNEY	February 11, 2022 Officer requests in accordance with §15.2-1606, to reimburse the County of Augusta for Defense Counsel at \$3,657.50 in in reference to BLM of the Shenandoah Valley, LLC et al v. Sheriff Donald Smith et al, Timothy Martin et al, USDC Western District, Harrisonburg Division, CA No: 5:21-cv-00060 DRM IN75339-003. Staff notes that documentation submitted supports expenses incurred of \$3,657.50.		\$3,657.50	The Compensation Board approved reimbursement of \$3,657.50 for expenses incurred in accordance with §15.2-1606, Code of Virginia.
VARIOUS	COMMONWEALTH'S ATTORNEY	March 24, 2021 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.		\$0.00	Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
019	772	Bedford County	03/03/2022	Vacancy Savings	Temporary	\$24,617.68	\$20,833.87
650	772	Hampton County	03/15/2022	Vacancy Savings	Office Expense	\$71,982.07	\$62,000.00
700	772	Newport News City	03/21/2022	Vacancy Savings	Temporary	\$60,929.94	\$42,947.49
700	772	Newport News City	03/21/2022	Vacancy Savings	Office Expense	\$0.00	\$16,000.00
		Total All Offices				\$157,529.69	\$141,781.36

773-22-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TAZEWELL COUNTY	CIRCUIT COURT CLERK	<p>March 18, 2022 Officer requests an additional allocation of \$2,856 from the \$1 Fund to be budgeted for Maintenance of Land Records (vendor: Supreme Court). These funds were budgeted in September, 2021 for FY22 from the office's \$4 available funds, however, the office subsequently notified the Department of Accounts (DOA) of erroneous deposits into the TTF in FY21 in the amount of \$3,750 (\$2,856 represents 4/5, which represents the deposit to the Clerk's \$4 fund). These erroneous deposits will be returned by DOA, reducing \$4 funds available to the Clerk, thus resulting in a need for an additional allocation of \$1 funds in the amount of \$2,856 to cover FY22 land records maintenance expenses.</p> <p>Staff notes that a sufficient balance of unbudgeted cash is anticipated in the \$1 TTF to cover this additional budgeted amount.</p>		\$2,856.00 (NGF)	Approved as requested, based upon the specific circumstances stated by the officer.
CIRCUIT COURT CLERKS' WORKLOAD AUDIT, COMPENSATION AND STAFFING COMMITTEE	CIRCUIT COURT CLERK	<p>March 23, 2022 Compensation and Staffing Standards Committee submits recommended changes to workload data reported in the FY23 Budget Request.</p> <p>The Compensation and Staffing Committee reviewed all workload data and contacted Circuit Court Clerks by email and asked them to examine the accuracy of reported data and provide a brief explanation (if known) for workload variances of fifty percent or greater from data reported in prior years. One hundred twenty-one (121) offices were contacted, one hundred twenty-one (121) Clerks responded, and thirteen (13) clerks sent corrections, none of which had a correction to a previous year's workload data.</p> <p>The Audit Committee additionally noted the workload definitions were last revised 3/27/13 and staffing methodology appears to have been last revised in 2006, and therefore the committee has suggested a review of the workload definitions and the staffing methodology associated with them. However, the committee notes that all workload items included in the staffing methodology remain relevant.</p>		N/A	<p>The Compensation Board concurs with the Clerks' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY23 budgets.</p> <p>The Compensation Board acknowledges the comments of the Committee related to updates to workload definitions and staffing methodology, and requests that staff identify a potential timeline for review.</p>

773-22-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>March 25, 2022 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Clerks' Career Development Program audits.</p> <p>The following officers have met all the necessary requirements and no further action is required:</p> <ul style="list-style-type: none"> • Bath County • Craig County • Dinwiddie County • James City County • Virginia Beach City 		\$0.00	The Compensation Board thanks the Circuit Court Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of corresponding salary increases will be determined in conjunction with the FY23 budget allocation packages by May 1, 2022.
CIRCUIT COURT CLERKS' CAREER DEVELOPMENT AUDIT COMMITTEE	CIRCUIT COURT CLERK	<p>March 25, 2022 - The Circuit Court Clerks' Career Development Audit Committee reports the results of the Deputy Clerks' Career Development Program audits.</p> <p>The following offices have met all the necessary requirements for their deputies and no further action is required:</p> <ul style="list-style-type: none"> • Albemarle County • Campbell County • Carroll County • Charlotte County • Fluvanna County • Greensville County • Lancaster County • Loudoun County • Montgomery County • Powhatan County • Pulaski County • Scott County • Spotsylvania County • Tazewell County • Wise County • Portsmouth City • Radford City 		N/A	The Compensation Board thanks the Circuit Court Clerks' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of corresponding salary increases will be determined in conjunction with the FY23 budget allocation packages by May 1, 2022.

771-22-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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AUGUSTA COUNTY

COMMISSIONER

March 18, 2022 – Officer requests to promote the Career Development approved deputy in position 00011, MDI, which is currently unfunded, to position 00003 DI, with a base salary of \$23,012 and a CDP salary of \$25,152 effective March 1, 2022, resulting in an added cost for the Career Development Program funding and an increase in the total budget for this office.

\$2,140.00
(\$356.67 FY22
Reimb)

Approved as requested.

Officer acknowledges the increase and certifies that she has obtained concurrence from the locality to fund the increase, if approved by the Compensation Board.

FIPS	Office Code	Locality Name	Request Date	From Position	From Class Code	Current Base Salary	Current CDP Salary	To Position	To Class Code	New Base Salary	New CDP Salary	Annual CDP Amount Requested	Pro-Rated CDP Amount Requested	FY22 Reimb Amount
015	771	Augusta County	3/18/22	00011	MDI	\$0	\$0	00003	MDI	\$23,012	\$25,152	\$2,140.00	\$713.33	\$356.67

COMMISSIONER OF THE
REVENUE WORKLOAD
AUDIT COMMITTEE

COMMISSIONER

March 10, 2022 The Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY23 Budget Request in COIN.

\$0.00

The audit committee reviewed all workload data and contacted 111 Commissioners' offices appearing to have workload data discrepancies; all 111 offices responded with verifications and/or corrected workload data, which included 32 change requests for Calendar Year 2021 and 16 localities that had no variances out of range.

The Compensation Board concurs with the Commissioners' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY23 budgets.

771-22-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM AUDIT COMMITTEE	COMMISSIONER	<p>March 25, 2022 - Per the Provisions of Chapter 552, Item 71 of the 2021 Acts of Assembly, 10 Commissioners of the Revenue currently unfunded for participation have newly certified by February 1, 2022 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, and 60 Commissioners currently funded for participation have recertified as of February 1, 2022.</p> <p>Of the 10 newly certifying Commissioners, all were found to fully meet the requirements for the Career Development Program. A total of 70 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2022.</p> <p>(The COR Career Development Audit Committee has randomly audited 12 offices and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY23 budget allocation packages by May 1, 2022.
DEPUTY COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER	<p>March 25, 2022 - Per the Provisions of Chapter 552, Item 71 of the 2020 Acts of Assembly, 83 Deputy Commissioners currently unfunded for participation have been certified by their officer by February 1, 2022 that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, and 179 Deputy Commissioners have been recertified as of February 1, 2022.</p> <p>Of the 83 newly certified Deputy Commissioners, all were accepted. Of the 179 Deputy Commissioners already meeting the requirements, all were accepted. A total of 262 Certified Deputy Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2022.</p> <p>(The COR Career Development Audit Committee has randomly audited 35 deputies and concurs with the requests.)</p>			The Compensation Board thanks the Commissioners of the Revenue Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY23 budget allocation packages by May 1, 2022.

774-22-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	TREASURER	March 25, 2022 - Officers request Board approval for the following certified deputies to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Deputy' status associated with the program. These deputies were erroneously omitted from the FY23 Budget Request. They are currently Master Deputy certified and are applying for recertification and request to maintain the Master Deputy status.		\$0.00	Compensation Board approved inclusion of these individuals as deputies among other deputies for consideration in meeting the criteria of the program, based upon the specific conditions stated by the officer. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2022.

FIPS	Office Code	Locality Name	Request Date	DEPUTY	POSITION	CLASS
099	774	King George County	2/22/2021	Camyll Pratt	00004	MDIII
113	774	Madison County	2/24/2022	Tessa Nicholson	00003	MDII

PRINCE GEORGE COUNTY	TREASURER	March 25, 2022 - Officer requests Board approval for the corrected Career Development Budget Request information, to be forwarded to the Career Development Program Audit Committee for consideration on the 'Master Treasurer' status associated with the program. The Real Estate Tax, and Personal Property Tax information were erroneously reported in the FY23 Budget Request.		\$0.00	The Compensation Board concurs with the officer's request to make updates to office information related to the career development program certification in the budget request for FY23 and asks Compensation Board staff to update COIN with corrected data.
<p>The correct collection rates are: Real Estate collection rate of 98.76% Personal Property collection rate of 96.41%.</p>					

SHENANDOAH COUNTY	TREASURER	March 8, 2022 - Officer requests to transfer the vacant remaining annual salary of position 00001 effective March 1, 2022.		\$0.00	Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
<p>Officer states they do not intend to fill this position before July 1, 2022.</p>					

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
171	774	Shenandoah County	03/08/2022	00001	DIII	Office Expense	\$26,810	\$8,936.67	\$8,936.67

774-22-09: TREASURERS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SOUTHAMPTON COUNTY	TREASURER	March 21, 2022 - Officer requests to transfer accumulated vacancy savings to Temporary Funds.	\$0.00	Approved per the Compensation Board's FY22 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

<u>FIPS</u>	<u>Office Code</u>	<u>Locality Name</u>	<u>Request Date</u>	<u>From Category</u>	<u>To Category</u>	<u>Amount Available</u>	<u>Amount Requested</u>
175	772	Southampton County	03/21/2021	Vacancy Savings	Temporary	\$10,303.12	\$10,303.12

TREASURERS WORKLOAD AUDIT COMMITTEE	TREASURERS	<p>March 22, 2022 The Treasurers Workload Audit Committee submits recommended changes to workload data submitted in the FY23 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 127 Treasurers' offices appearing to have workload data discrepancies; 122 offices responded with verifications and/or corrected workload data, which included 38 change requests for Calendar Year 2021, 13 change requests for Calendar Year 2020, and 10 change request for Calendar Year 2019. 5 offices did not respond.</p>	\$0.00	The Compensation Board concurs with the Treasurers' Workload Audit Committee recommendations to update workload data for those officers noted and asks Compensation Board staff to update COIN with corrected data in order that updated and accurate staffing standards documents may be used in consideration of FY23 budgets.
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774-22-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURER'S CAREER DEVELOPMENT PROGRAM	TREASURER	<p>March 24, 2022 - Per the provisions of Chapter 522, Item 74 of the 2021 Acts of Assembly, 12 Treasurers currently unfunded for participation have certified by February 1, 2022 that they meet the minimum requirements of the Compensation Board Treasurers' Career Development Program, and 69 Treasurers currently funded for participation have recertified as of February 1, 2022.</p> <p>Of the 12 Treasurers who are currently unfunded, 11 were found to fully meet the requirements for the Career Development Program. A total of 80 Certified Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2022.</p> <p>(The TAV Career Development Audit Committee has audited a random 8 Officers and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY23 budget allocation packages by May 1, 2022.
DEPUTY TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>March 24, 2022 - Per the provisions of Chapter 552, Item 74 of the 2021 Acts of Assembly, 43 Deputy Treasurers currently unfunded for participation have been certified by their officer as of February 1, 2022 that they meet the minimum requirements of the Compensation Board Deputy Treasurers' Career Development Program, and 191 Deputy Treasurers currently funded for participation have recertified as of February 1, 2022.</p> <p>Of the 43 newly certified deputies, all were found to fully meet the Career Development Program requirements. A total of 234 Certified Deputy Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2022.</p> <p>(The TAV Career Development Audit Committee has audited a random 22 deputies and concurs with the requests.)</p>		\$0.00	The Compensation Board thanks the Treasurers' Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY23 budget allocation packages by May 1, 2022.

OTHER MATTERS

NEW BUSINESS:

			REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #22/08.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Regular monthly meetings are scheduled for Thursday, April 28, 2022 at 10:00 a.m. and Thursday, May 26, 2022 at 10:00 a.m.	N/A	Confirmed.
3.	BUDGET HEARING	COMPENSATION BOARD	Staff recommends alternatives for Compensation Board Budget Hearing pending approval by the legislature of a budget for FY23; hearing is currently scheduled for Tuesday, April 12, 2022 at 10:00 a.m. and is presently scheduled to be conducted in a virtual format.	N/A	Budget Hearing for discussion of FY23 budget matters will not be held on Tuesday, April 12, 2022; hearing is tentatively rescheduled for the next regularly scheduled Compensation Board monthly meeting date immediately following concurrence on a budget for FY23 by the House and Senate.
4.	FY23 DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents FY23 preliminary draft budget allocations, pending legislative budget action.	N/A	Noted.
5.	FY23 LIABILITY PROGRAM PREMIUMS	COMPENSATION BOARD	Staff presents information from the Division of Risk Management, Department of Treasury regarding FY23 VaRisk Liability program premium amounts for discussion and approval of premium allocation.	N/A	Approved.
6.	NOTTOWAY COUNTY COSTS FOR HOUSING VCBR OFFENDERS	COMPENSATION BOARD	Staff presents a request for reimbursement of expenses incurred by Nottoway County for the expense of confining residents of the Virginia Center for Behavioral Rehabilitation arrested for new offenses and held in Piedmont Regional Jail for the months of June, 2021 and July, 2021 through December, 2021 (1 st & 2 nd quarters of FY22). In accordance with budget language approved in Chapter 552, and based upon numbers of offenders housed, days housed and rates paid by the County in the 4 th quarter of FY21 and the 1 st and 2 nd quarters of FY22, staff recommends approval of payment to Nottoway County in the amount of \$119,102.47. The maximum reimbursable amount in FY22 for expenses incurred from June, 2021 through May, 2022 is \$215,939.	\$119,102.47	Approved.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
7.	EMERGENCY MEDICAL REQUESTS (SUPPLEMENTAL)	COMPENSATION BOARD	Staff presents net corrections to Emergency Medical Requests for reimbursement submitted and approved at the November 18, 2021 Board Meeting. Staff identified two line item typos that resulted in an erroneous approval amount for the Prince William/Manassas Regional Jail. Corrections are identified below, and staff requests approval to pay the additional amounts owed to this facility for requests originally considered and approved on November 18, 2021.	\$15,950.68	Approved.

Total Corrections

Facility Name	Total Approved on Nov Docket	Amended Total	Difference	Amount Owed to Jail
Prince William-Manassas Reg Jail	\$45,848.52	\$61,799.45	\$15,950.68	\$15,950.68
Total			\$15,950.68	\$15,950.68

Line Item Corrections

Facility Name	Last Name	Final Sentencing Event	Court Order Transmit Date	Date Inmate Became EMR Eligible	Date(s) of Medical Services	EMR Eligible (based upon 61 Days after Court Transmittal)	Amt Approved on Nov Docket	Corrected Amount for Approval	Additional Owed to Jail
Prince William-Manassas Reg Jail	Ortiz	4/1/2021	4/22/2021	6/22/2021	7/6, 7/7, 7/11, 7/27 & 7/30/2021	Y	\$5,417.45	\$18,347.75	\$12,930.21
Prince William-Manassas Reg Jail	Summerville	7/10/2020	7/21/2020	9/20/2020	11/23/2020 & 4/15/2021	Y	\$0.00	\$3,020.47	\$3,020.47
Total									\$15,950.68

8.	LIDS CONFERENCE	COMPENSATION BOARD	Training will be held virtually this year and is scheduled for May 11-12, 2022. Approximately 150 attendees are anticipated.	N/A	Noted.
9.	LAWFUL EMPLOYMENT TRAINING	COMPENSATION BOARD	Training will be held in-person this year and is scheduled for May 19, 2022 at the Hilton Richmond Hotel & Spa/Short Pump. There are currently 85 registered attendees.	N/A	Noted.

OTHER MATTERS

NEW BUSINESS:

		REGULAR DOCKET		
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>
				<u>COMPENSATION BOARD ACTION</u>
10.	TECHNOLOGY TRUST FUND STATUS	COMPENSATION BOARD	<p>Collections: FY22 collections for July through February totaled \$5,691,754.73, a decrease of 12.36% compared to the same period of collections in FY21.</p> <p>Expenditures: FY22 year-to-date Clerk's expenditures through 3/29/2022, totaled \$3,113,589.17 or 63% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections to date, FY22 TTF total collections would be approximately \$8.54 million, a decrease of 14.89% compared to FY21 collections.</p>	<p>N/A</p> <p>Noted.</p>
11.	FY23 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff suggests the following dates for FY23 scheduled meetings. Unless otherwise noted, all meetings are at 10:00 a.m. and are set for the 4th Thursday of each month:</p> <ul style="list-style-type: none"> • July 28, 2022 • August 25, 2022 • September 29, 2022 (5th Thursday) • October 27, 2022 • November 17, 2022 (3rd Thursday) • December 15, 2022 (3rd Thursday) • January 10, 2023 (Tuesday – 2:00 p.m.) (special meeting to discuss legislation) • January 26, 2023 • February 23, 2023 • March 30, 2023 (5th Thursday) • April 11, 2023 (Tuesday) (Budget Hearing) • April 27, 2023 • May 25, 2023 • June 22, 2023 	<p>N/A</p> <p>The Compensation Board will confirm the FY23 scheduled meeting dates at the April 28, 2022 Board meeting</p>

CLOSED MEETING
COMPENSATION BOARD DOCKET #22/09
March 31, 2022

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Jeffrey Palmore. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Jeffrey Palmore, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Jeffrey Palmore, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: March 31, 2022
Time: 10:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Jeffrey Palmore, Chairman (present)
Craig Burns, Ex Officio member (present)
Staci Henshaw, Ex Officio member (present)

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